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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

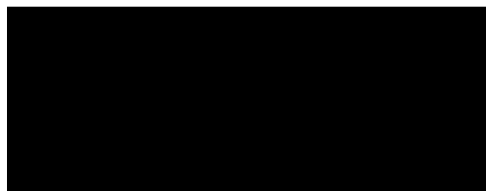
SUBJECT: Monthly Report of Operations for the period ending
30 September 1953

note: Records for NSC
rec'd Mgt
10/6/53

A. Personnel

On Duty Vacancies In Process

Office of Chief
Rcds. Mgt. Section
Rcds. Center Section
Mail Control Section



25X9A2

1. No. on leave three days or more:
Records Mgt. Section- 4
Mail Control Section- 17
Records Center Sec.- 8
2. No. on special detail out of office 1. How long?
Records Mgt. Section- 0
Records Center Section- 0
Mail Control Section- 1
3. Where: One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:
Records Management Section- 0
Records Center - 5
Mail Control - 13

5. Specific cases on item 4 not in previous reports. _____

6. New applicants interviewed -. Recruited by Personnel -.
Recruited by this office -.

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Document No. _____
NO CHANGE in Class. ☐
DECLASSIFIED
CLASS. CHANGED TO: TS S C
DCA Memo, 4 Apr 77
Auth: DCA REG. 77/1763
Date: 2/2/82 BY: CCB

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B. Administration and Problems:

Records Management Section - In a meeting with [REDACTED] of OIC it was agreed that a records analyst from this office would study OIC records material for the purpose of establishing a subject list in conformance with the Agency standard filing system. A tentative starting date of 19 October has been established.

25X1A9a

All of the necessary concurrences were obtained on the Notices effecting standardization of correspondence-type filing cabinets and folders and guides.

A records control schedule for all of the records of the General Services Office has been completed. All of the files in the General Services Office have been converted to the standard Agency system with the exception of those in the office of the Chief, which are now being worked on.

A program for the training of Area Records Officers in the Vital Materials Program at the Repository has been developed. The emphasis of this particular training is on the Repository procedure and the proper indexing and identifying of vital materials in order that the Area Records Officers may more quickly and positively service requests for material as needed in the event of an emergency. It is planned to take the Area Records Officers from the DD/A group to the Repository the first week in October and the DD/I group the following week.

Mr. Robert H. Johnson, Assistant to Executive Secretary, National Security Council, has requested the assistance of this office in preparing a records control schedule for all NSC records. Mr. Johnson also expressed interest in storing NSC records in the Records Center. It is tentatively planned that a survey of NSC will be started in October.

The Agency File Manual is now being printed to distribute for Agency-wide concurrence before issuance as a Handbook.

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Records Center Section - It is planned to transfer the remaining Records Center activities in [REDACTED] to the [REDACTED] Warehouse and to release the [REDACTED] building. To do this, additional renovations in the [REDACTED] building were necessary and are being made. A comparison of costs indicated that an additional \$3,810 would be required to make the needed changes and the move would cost \$3,000. However, present operation of [REDACTED] including a 24-hour guard post, annual lease and operation and maintenance cost is \$40,482.04. The change would, therefore, mean a net saving of \$33,672.04 in the first year of operation.

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Since the saving affects both PBS and this Agency, it was agreed that PBS would assume the \$3,000 cost of the move and that the Agency would pay the \$3,810 for the cost of renovation.

25X1A6a

The contract for the steel shelving necessary to equip the [REDACTED] as a Records Center was awarded to the [REDACTED]

25X1A5a1

Efforts are now being made to expedite delivery of the shelving in order that it may be installed prior to the move from [REDACTED]

25X1A6a

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This office has had the custody for some time of a large quantity of JANIS material which has been stored in various attics and storage rooms. There was no inventory on this material nor was it in any order. Following the move into the [REDACTED] this material was sorted and inventoried and is now available for issuance. The total volume was 1,625 cu. ft.

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Project 1-53 - Records Management Survey of the Office of the Director.

No further action pending a reply to report submitted
8 April 1953.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

There has been no change in the status as reported last month.

Project 4-53 - The survey of the Office of Operations (Contact Division) has been completed.

Project 5-53 - Mats are now being prepared for the Correspondence Manual for the preparation of copies to be distributed for Agency-wide clearance.

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E. WORK IMPROVEMENT PROJECT

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room. Courier service and messenger personnel of the Mail Control Section.

Work on the Handbook is progressing and is estimated to be 90% completed.

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OFFICE OF THE SECRETARY

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MONTHLY REPORT - MAIL CONTROL SECTION

SEPTEMBER 1953

| | <u>THIS MONTH</u> | <u>TO DATE*</u> |
|---|-------------------|-----------------|
| 1. <u>INCOMING MAIL:</u> | | |
| (a) Delivery by Post Office | 19,891 | 63,996 |
| (b) Picked up from Post Office by courier | 2,008 | 5,721 |
| (c) Picked up from City by courier | 3,819 | 14,423 |
| (d) Letters: | | |
| Received | 5,986 | 17,518 |
| Reviewed | | |
| Recorded | | |
| (e) Undeliverable (held in Mail Room) | 21 | 21 |
| 2. <u>OUTGOING MAIL:</u> | | |
| (a) Picked up by Post Office | 12,075 | 38,069 |
| (b) Deposited in Post Office by courier | 12,547 | 32,392 |
| (c) City Deliveries | 5,868 | 17,716 |
| (d) Penalty Indicia Used | | |
| (1) CIA | 2,356 | 7,234 |
| (2) [REDACTED] | 6,347 | 17,233 |
| (3) SSU | 1 | 5 |
| (e) Postage Expended | \$3,271.13 | \$9,954.32 |
| 3. <u>COURIER SERVICE:</u> | | |
| (a) Scheduled Trips | 1,002 | 3,057 |
| (b) Special Trips - Within Agency | 225 | 743 |
| (1) Delivered by foot | 61 | 282 |
| (2) Delivered by vehicle | 164 | 461 |
| (c) Other Agencies | 84 | 308 |
| (d) Trips outside area | 7 | 20 |
| (1) Total time | 94 hrs.50 min. | 340 hrs.48 min. |
| 4. <u>FILE ACTIVITY:</u> | | |
| (a) Checking courier receipts | 20 | 79 |
| (1) Total time | 7 hrs. 30 min. | 26 hrs. 30 min. |
| (b) Requests for Administrative Files | 11 | 36 |
| (1) Requests filled | 8 | 26 |
| (2) Requests unfilled | 3 | 10 |
| 5. <u>Recruitment:</u> | | |
| (a) Couriers | 1 | 5 |
| (b) Mail Clerks | 0 | 0 |
| (c) Messengers | 0 | 0 |
| 6. <u>SEPARATIONS:</u> | | |
| (a) Couriers | 5 | 9 |
| (b) Mail Clerks | 0 | 0 |
| (c) Messengers | 0 | 1 |

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MONTHLY REPORT - DISTRIBUTION

DATE September 1953

THIS MONTH TO DATE*
1952 1953

1. INTELLIGENCE & INFORMATION REPORTS

| | | | |
|--|------|------|-------|
| a. Request for Supplemental Distribution | 215 | 532 | 1612 |
| b. Intelligence Reports: | | | |
| Received (Copies 5447) | 302 | 214 | 627 |
| Distributed (Copies 1890) | 379 | 810 | 2432 |
| Returned (Copies 2456) | 0 | 1813 | 2680 |
| c. Information Reports | | | |
| Received (Copies 4909) | 1148 | 4909 | 12775 |
| Distributed (Copies 3073) | 839 | 2088 | 4636 |

2. ADMINISTRATIVE ISSUANCES

| | | | |
|--|-----|----|-----|
| a. Request for Supplemental Distribution | 53 | 43 | 138 |
| b. Regulations | | | |
| (1) Initial Distribution | | | |
| (Copies 830) | 15 | 3 | 20 |
| (2) Supplemental Distribution | | | |
| (Copies 176) | 754 | 69 | 693 |
| c. Notices | | | |
| (1) Initial Distribution | | | |
| (Copies 12,206) | 11 | 8 | 28 |
| (2) Supplemental Distribution | | | |
| (Copies 149) | 188 | 73 | 146 |
| d. Other | | | |
| (1) Initial Distribution | | | |
| (Copies 2149) | 0 | 2 | 6 |
| (2) Supplemental Distribution | | | |
| (Copies 6) | 21 | 3 | 14 |

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

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MONTHLY REPORT - RECORDS CENTER

DATE September 1953

THIS MONTH TO DATE*

1. Records Storage (all figures in
 cubic feet)

| | | | | |
|---------|------------------------------|---------------------------|-------|---------|
| | (a) Received | | 345 | 687 |
| 25X1A6a | (b) Destroyed | | 0 | 21 |
| | (c) Records Storage: (Total) | | | |
| | | ██████████ Records | 1470 | |
| 25X1A6a | | Dist. Material ██████████ | 4558 | |
| | | ██████████ Records | 2798 | 25X1A6a |
| 25X1A6a | | Dist. Material ██████████ | 1406 | |
| | | Total..... | 10232 | |

2. Records Reference

| | | |
|-----------------------|-----|------|
| (a) Service Requests | 180 | 491 |
| (b) Items on Requests | 556 | 1426 |

3. Inter-Agency Reference Service

(a) Requests

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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MICROFILM PROJECTS
SEPTEMBER 1953

| | <u>THIS MONTH</u> | <u>TO DATE</u> |
|---|-------------------|----------------|
| 1. <u>Projects Pending</u> | | |
| a. Entire Records Group | 10 | _____ |
| b. Record Group Accretions | 0 | _____ |
| 2. <u>Projects in Process and Completed</u> | | |
| a. Entire Records Group | | |
| (1) In Process | 1 | 2 |
| (2) Completed | 9 | 12 |
| b. Records Group Accretions | | |
| (1) In Process | 0 | _____ |
| (2) Completed | 0 | 1 |
| c. Images Filmed (Total) | 95,783 | 180,649 |
| (1) Rotary Camera | 553 | 8,110 |
| (2) Flatbed Camera | 95,230 | 117,739 |
| d. Reels (100 ft) | | |
| (1) In Process | 24 | _____ |
| (2) To Be Reviewed | 45 | _____ |
| (3) Reviewed | 26 | 39 |

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